NSLC
BEER · WINE · SPIRITS

Routine Access Policy - Nova Scotia Liquor Corporation

October 20, 2003

1. POLICY STATEMENT

This ***Routine Access*** policy for the Nova Scotia Liquor Corporation designed to provide persons with an opportunity to obtain certain categories of records without having to submit a *Freedom of Information and Protection of Privacy Act* Application. It shall be administered in accordance with the following principles:

a) Personal Privacy The policy shall be applied in a manner which will be considerate and protective of the personal privacy of individuals and records subject to this policy shall be considered for release and severing in a manner consistent with the provisions of the *FOIPOP Act.*

b) Timeliness The Nova Scotia Liquor Corporation will respond to any ***Routine Access*** requests in a reasonable and timely fashion.

c) Cost Recovery Fees for the reproduction and provision of records may be charged where authorized.

d) Transparency This policy shall be made readily available to the public.

e) Reasonableness This policy shall apply only to requests for reasonable quantities of records.

2) DEFINITIONS

Routine Access is the routine or automatic release, in full or in pa of certain types of administrative or operational records as a matte course in response to a request without the need for a formal application for records under the *FOIPOP Act.*

Active Dissemination is the periodic and proactive release of information or records in the absence of a request using mechanisr such as the Internet, libraries, etc. Refer to Schedule A for types of information available on the Internet

FOIPOP Access is the release of a record in response to a formal FOIPOP application made under the *Freedom of Information and Protection of Privacy Act.*

A Record includes books, documents, maps, drawings, photograpl letters, vouchers, papers and any other thing on which information recorded or stored by graphic, electronic, mechanical or other mea but does not include a computer program or any other mechanism produces records. [Clause 3(1) (k) *FOIPOP Act*]

3) POLICY OBJECTIVES

The objective of the implementation of this policy is the accessibilit certain records routinely without additional administrative time bei required of staff to fulfill ***Routine Access*** requests. It is also to pr a greater certainty of access for those requesting information, and reflect the spirit of openness and accountability of the FOIPOP legislation.

4) APPLICATION

This policy applies to all staff, and to all records designated under t policy in accordance with the attached Schedule A.

Routine Access requests only apply to information created after October 23, 2003 .

This policy shall apply to requests for reasonable quantities of reco and shall not apply to a request for more than 50 pages of records particular category and/or time period. Repetitive requests by an individual for significant volumes of records or the separation of a request into several small requests totalling a large volume, shall n be subject to the policy. It is important to ensure that the applicati of the Routine Access policy of the corporation not unduly interfere with the day-to-day operations of the corporation.

Requests made under Routine Access do not apply to information subject to exemptions under the *Act* .

Personal information may be severed with the same criteria and in same manner as requests made under the *FOIPOP Act.*

5) POLICY DIRECTIVES

Once the policy is drafted, staff will be sent a memorandum advisir the existence of the policy. The policy will also be posted on the Nc Scotia Liquor Corporation's Web site and a print version will be provided to all senior managers and staff who normally would recei requests from the public and the media for records subject to the Routine Access Policy.

The requests may be handled by the persons designated as having responsibility of responding to Routine Access requests.

A tracking system will be designed to keep track of the records provided through Routine Access.

6) POLICY GUIDELINES

Once a request for ***Routine Access*** to a particular record, or set o records, has been received by a designated person, it shall be revie to determine if the records are listed in Schedule A.

If the policy applies to the request, the records shall be provided tc applicant within a reasonable period of time, but no later than 30 d from receipt of the request.

If the policy does not apply to the request, a response to the reque shall be provided promptly and shall indicate what other avenues n be available to obtain the information (i.e. already provided throug Active Dissemination, filing a FOIPOP request, or referred to anothe department or agency).

Individuals who apply under the *FOIPOP Act* for records available u the Routine Access Policy will have their application fee returned ar the records provided.

7) ACCOUNTABILITY

The FOIPOP Administrator of the Nova Scotia Liquor Corporation sh be accountable for the implementation of this policy.

8) COMPLIANCE

The FOIPOP Administrator for the Nova Scotia Liquor Corporation s be responsible for ensuring the tracking and compliance of this poli which shall be subject to audit by the NS Government Corporate Internal Audit Unit.

9) EVALUATION

The ***Routine Access*** Program established under this policy shall b evaluated on an annual basis by the FOIPOP Administrator. Statisti on the number and types of records being requested will be kept.

10) REFERENCES

Requests made under the Routine Access Policy will be subject to t following:

Section 27 of the *FOIPOP Act* that sets the parameters for dealing personal information.

11) INQUIRIES

Rick Perkins
FOIPOP Administrator
Nova Scotia Liquor Corporation
93 Chain Lake Drive
Bayers Lake Business park
Halifax , NS B3S 1A3
(902) 450-5926 Fax (902) 450-5967

Jennifer FitzGerald
FOIPOP Officer
Nova Scotia Liquor Corporation
93 Chain Lake Drive
Bayers Lake Business park
Halifax , NS B3S 1A3
(902) 450-5805

12) APPENDICES

Appendix A: Schedule of records available through Routine Access

Schedule A

1) General Requests

- the Nova Scotia Liquor Corporation will provide readily availab statistics upon verification that the information does not have personal information.
- general policy statements

2) Human Resources Division:

General:

- organizational charts with position titles
- generic information of benefits and hours of work
- job descriptions and pay scales
- personal service contracts of individuals not appointed pursua the Civil Service Act, excluding personal information, and serv or product trade secrets
- secondment agreements both within and outside government, excluding personal information.

Selection and Hiring process:

- # of applicants for position
- # of persons interviewed
- name of successful candidate, once offer of employment has t accepted

3) Finance and Administration Division

Expense/Travel claims:

- individual expense claims for a three month period within the current fiscal year.
- contracts for goods and services

Note: the Nova Scotia Liquor Corporation will provide expense clair but will do so only after severing telephone numbers, address, Soc Insurance Number and employee numbers.

Other expenses:

- cost of renovations for specific offices and/or buildings carried within the previous six months
- detailed expenditure reports, by category, (e.g. salaries, trave etc.) for a maximum of three per fiscal year